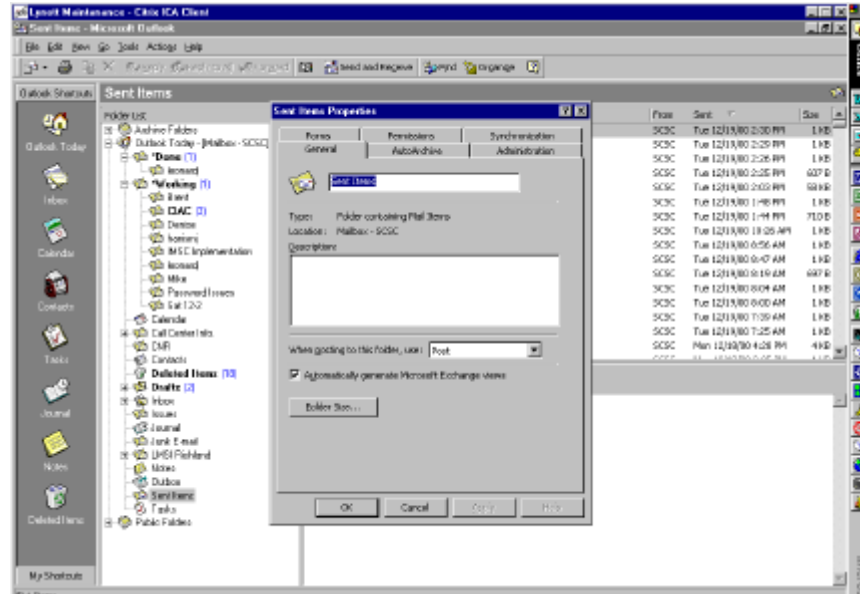
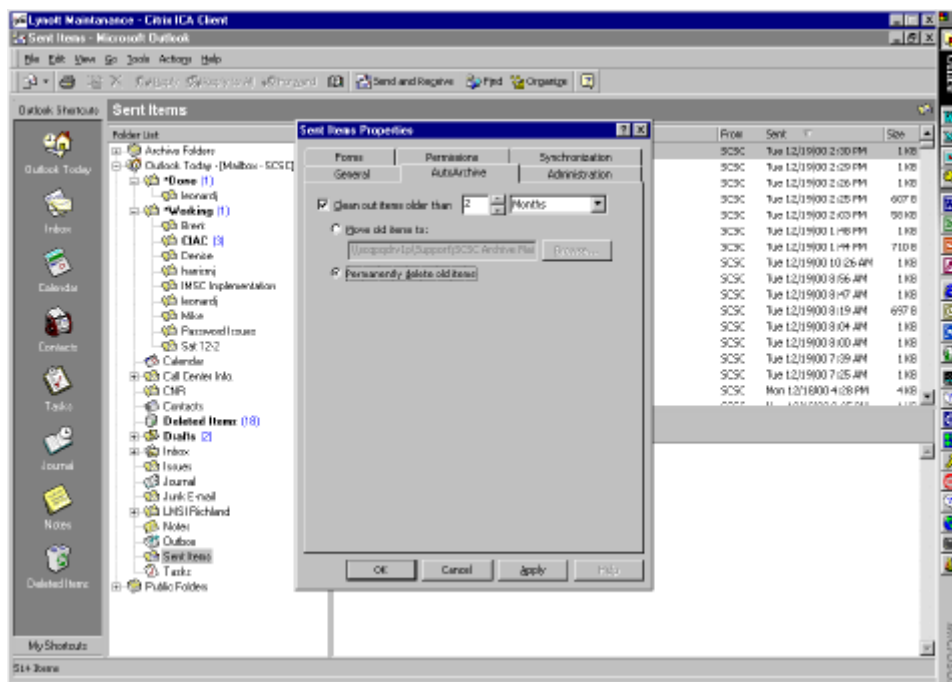


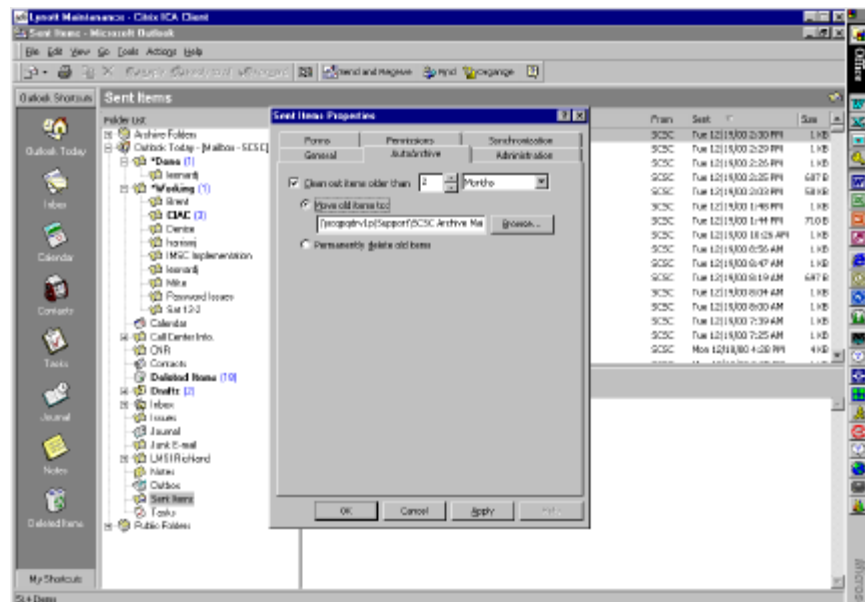
- Under Properties you will see six tabs. Left click on 'Auto Archive.'



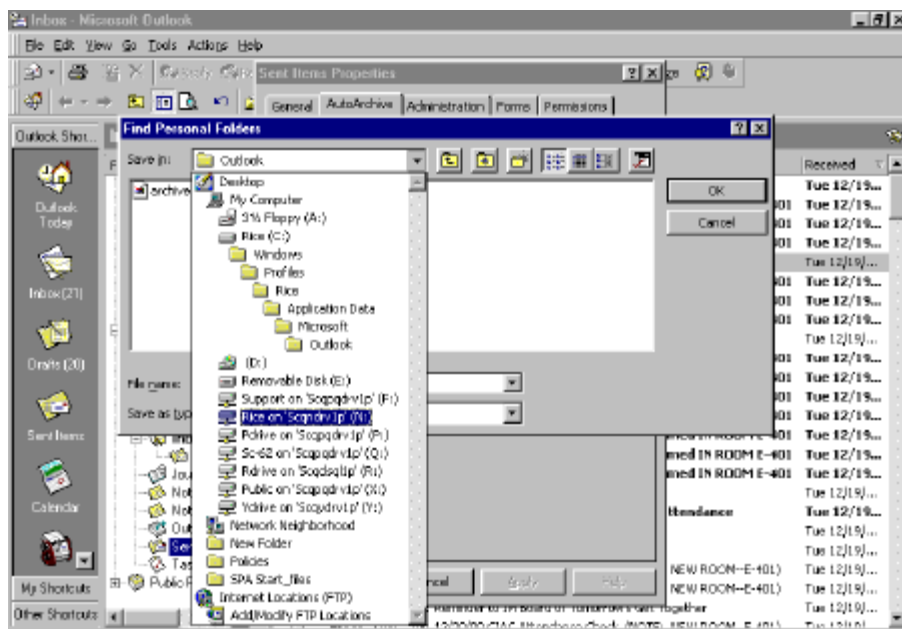
- You will have three choices:
 - clean out items older than:
 - Move old items to:
 - Permanently delete old items.
- To Delete old messages**, select an appropriate timeframe following “Clean out items older than...” Click on “Permanently delete old items.” Click on “Apply” and then on “OK.”



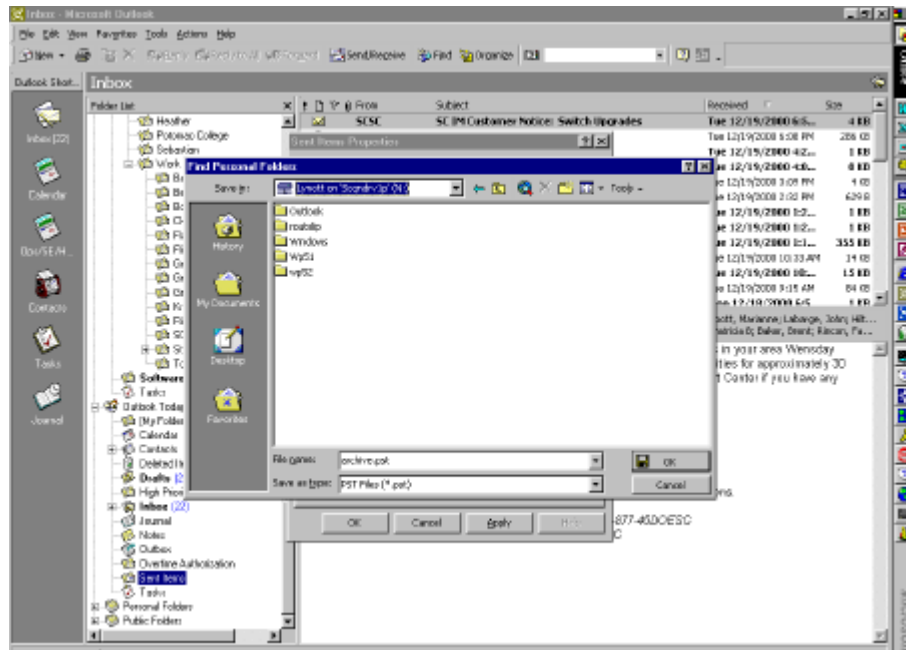
- If you want to reduce your Outlook Exchange account size but still want to be able to access your messages from within the building or remotely, you will want to archive your data. Instructions follow for archiving to your N:drive.



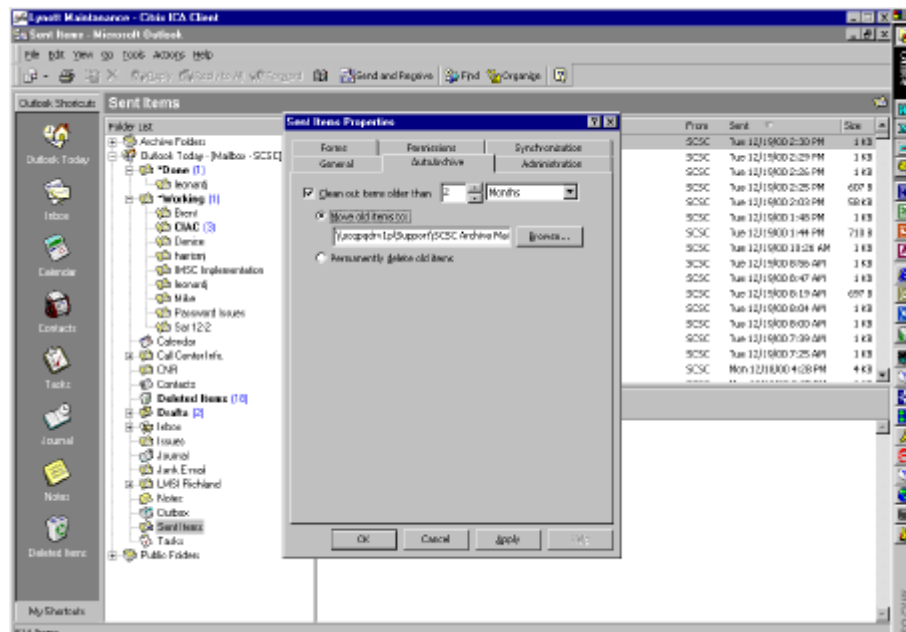
- On the Sent Items Properties screen, click on “Browse.” A “Find Personal Folders” screen will appear. Click on the arrow to the right of “Outlook” to display the drop-down screen showing available drives. Click on N:drive. The file name displayed will be archive.pst. Click on OK



8. The text goes here



9. This will take you back to the Sent Items Properties screen. Click on the Apply tab (which applies the changes to the program) and then click the OK tab to exit the screen



Please contact the SC support team at 3-5313 for any further questions. Thank you.